

Southern Maryland Resource Conservation & Development Board, Inc. (RC&D)



EMPLOYEE HANDBOOK

**Seventh Edition
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LETTER FROM THE CHAIR

Dear Southern Maryland RC&D Board, Inc. Colleague,

Welcome to your new job at Southern Maryland Resource Conservation and Development (RC&D) Board, Inc. We wish you every success in your endeavors here. You were hired because we believe that you will be a positive addition to our workforce, and because you have the potential and desire to meet the high standards set by Southern Maryland RC&D Board, Inc. We hope you will find your work rewarding and stimulating, and that you will enjoy your career at Southern Maryland RC&D Board, Inc.

Since 1971 Southern Maryland RC&D Board, Inc. has served the five-county area of Anne Arundel, Calvert, Charles, Prince George's and St. Mary's Counties. Working closely with a diverse range of partners we have successfully completed hundreds of projects that make Southern Maryland a better place to live, work and play. Our mission is:

"Working in partnership with community groups and organizations, Southern Maryland RC&D is dedicated to improving the quality of life in the region by enabling the people and promoting the wise use of our natural and economic resources."

Southern Maryland RC&D Board, Inc. is dedicated to improving the quality of life in our five-county area. We believe that by working in partnership with our communities; by transferring valuable project and partnership building skills to our local partners, we can realize our idealized Southern Maryland. Our work is broadly inclusive to ensure that our efforts are collaborative, and our vision shared.

We hope that you will share our enthusiasm and desire to see our organization serve its clients with continued dedication and professionalism. We are pleased you have joined our team and wish you every success.

Sincerely,

A handwritten signature in cursive script that reads "Patricia A. Pinnell".

Patricia Pinnell, Chair

Southern Maryland RC&D Board, Inc.

ABOUT THIS HANDBOOK

In order to help you understand how we work together, Southern Maryland Resource RC&D Board, Inc. has prepared this Employee Handbook. It will help answer any questions you may have about our nonprofit operations and benefits, workplace practices, and communications. This Handbook supersedes any prior handbook, policy manual, benefits or practices of Southern Maryland RC&D Board, Inc. These policies contain summaries of our benefits, work rules, and policies, as we cannot explain every policy and benefit in this Handbook.

From time to time, we may unilaterally revise, amend, supplement, modify, eliminate or add to these policies and benefits. These policies may be changed at any time at the sole discretion of Southern Maryland RC&D Board, Inc., without prior notice.

THIS HANDBOOK IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT AND DOES NOT GUARANTEE EMPLOYMENT FOR ANY SPECIFIC PERIOD OR ANY PARTICULAR BENEFIT. EMPLOYMENT WITH SOUTHERN MARYLAND RC&D BOARD, INC. IS AT WILL. SUBJECT TO APPLICABLE LAW, EITHER THE EMPLOYEE OR RC&D MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE.

Only the Chair of the Board of Directors, acting with any approval required by the Board, may enter into a written employment agreement that modifies an employee's at-will status or is inconsistent with this Handbook. No supervisor, partner-agency representative, or other person may make an oral promise that changes the terms of employment or binds RC&D.

INTRODUCTION

ORGANIZATIONAL AND SENIOR MANAGEMENT STRUCTURE

A volunteer Board of Directors is responsible for governing Southern Maryland RC&D Board, Inc. Our Board is composed of individuals from throughout the five-county area of Anne Arundel, Calvert, Charles, Prince George's and St. Mary's Counties who are committed to the mission of the organization. Our Board Members determine the mission of our organization, establish management policies and procedures, assure that adequate human resources and financial resources are available, and actively monitor the organization's management, financial, and programmatic performance.

In addition to the volunteer Board of Directors, RC&D may employ or enter into a contract agreement with directors and/or officers (such as an Executive Director) who may act on behalf of the Board in accordance with the mission, values, and vision of the organization, and in accordance with their employment contract. Such directors/officers will be supervised and managed by the Board of Directors.

More detailed information on the Southern Maryland RC&D Board, Inc. Board of Directors is available from the RC&D main office, currently located in Leonardtown, Maryland. Please call 240-577-6413 to request additional information.

PARTNERSHIP AND COOPERATIVE AGREEMENT EMPLOYEES

Some RC&D employees perform services at USDA Natural Resources Conservation Service or other partner-agency duty stations under a cooperative agreement. These employees remain employees of RC&D. The partner agency and its personnel do not become the employee's employer merely because they provide day-to-day direction, assign work, evaluate deliverables, control access to a duty station, or review time records.

The employee's partner-agency supervisor may direct daily assignments, schedules, performance expectations, safety, security, and workplace procedures at the duty station. RC&D retains final authority over hiring, classification, compensation, payroll, benefits, leave administration, accommodations, personnel records, corrective action, and termination. A partner-agency supervisor may provide information and recommendations, but may not change an employee's pay, classification, benefits, leave balance, or employment status or bind RC&D to an employment commitment.

Employees assigned to partner duty stations must comply with both RC&D policies and applicable lawful partner-site rules. They must keep both their immediate

partner-agency supervisor and RC&D informed about time, attendance, leave, workplace injuries, complaints, accommodation requests, performance issues, and other matters affecting employment. When directions conflict, the employee should promptly contact RC&D before acting, unless an immediate safety concern requires the employee to stop work or leave the area.

WORK LOCATIONS AND APPLICABLE REQUIREMENTS

Employees may be assigned to RC&D's office, a USDA or NRCS office, another partner-agency location, a field location, or an approved remote-work location. An employee's assigned duty station, reporting location, counties served, or work territory may be changed based on operational or contractual needs. Assignment to a government or partner location does not make the employee an employee of that agency and does not change RC&D's authority over compensation, benefits, discipline, leave, or separation from employment.

Employees must obtain advance approval before regularly performing work from a location other than their assigned duty station or approved work location. An employee who performs work outside Maryland, including remote work from another state or work physically performed in the District of Columbia, must promptly notify RC&D so RC&D can evaluate applicable payroll, wage, leave, tax, workers' compensation, and posting requirements. Employees must also promptly report any change in home address or regular work location.

FEDERAL AWARD AND PARTNER-AGENCY COMPLIANCE

Employees performing work funded by or connected with a federal contract, grant, cooperative agreement, or partner-agency program must comply with lawful award conditions and agency requirements communicated by RC&D, including applicable ethics, conflicts, information-security, records, drug-free-workplace, safety, nondiscrimination, and government-property requirements. A partner-agency instruction does not authorize an employee to disregard RC&D policy, work unrecorded time, incur unapproved overtime, or disclose protected or confidential information.

BUILDING PROCEDURES AND ETIQUETTE

EMERGENCY PROCEDURES

As good preparation for emergencies, you should acquaint yourself with the emergency exits at your duty station to be used in case an evacuation is necessary.

Familiarize yourself with the locations of fire extinguishers, emergency exits and Automated External Defibrillator (AED) Units at your duty station.

SECURITY PROCEDURES

If working offsite from the Southern Maryland RC&D Board, Inc. main office, you must follow the security procedures of your duty station. Consult with the appropriate staff at your duty station to ensure that you are up to date on all relevant security procedures.

BUILDING ETIQUETTE

If working offsite from the Southern Maryland RC&D Board, Inc. main office, you must adhere to the building etiquette of your duty station. Consult the appropriate staff at your duty station to ensure that you are up to date on all relevant building etiquette policies. Southern Maryland RC&D Board, Inc. expects you to keep your workstation and work areas as orderly and clean as possible.

SMOKING POLICY

To protect the health and safety of all employees, smoking or vaping is prohibited within the confines of the Southern Maryland RC&D Board, Inc. main office building or other office space used for Southern Maryland RC&D Board, Inc. business. Smoking or vaping is permitted in designated areas only.

WORKPLACE POLICIES AND PRACTICES

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To ensure the high standards necessary to conduct Southern Maryland RC&D Board, Inc.'s business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, Southern Maryland RC&D Board, Inc. instituted this Drug Free and Alcohol-Free Workplace policy. Southern Maryland RC&D Board, Inc.'s

purpose in implementing this policy is to provide a drug-free and alcohol-free workplace to ensure a safe, healthy, and productive work environment for all employees. In addition to being concerned about your well-being, there is equal concern that Southern Maryland RC&D Board, Inc.'s reputation and image is not compromised in any way. Southern Maryland RC&D Board, Inc.'s policy concerning drug and alcohol use and abuse is as follows:

You must report to work in a fit condition to perform your duties. Being under the influence of drugs or alcohol is not acceptable.

Southern Maryland RC&D Board, Inc. prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy on controlled substances in the workplace. The workplace includes the Southern Maryland RC&D Board, Inc.'s office and all other premises used by Board Members and employees to further our programmatic objectives.

You will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination.

If you are taking physician-prescribed medication, you must notify your supervisor if there is likelihood that such medication could affect your job performance and safety. However, you are not required to give specific details about your medical condition. Additionally, all such information will be maintained in the strictest confidence.

A conviction for drug or alcohol abuse crimes will be considered to be in violation of our substance abuse policy. If you are convicted of such a crime, you are required to report any such conviction to the Chair of the Board of Directors and your supervisor. You may be subject to termination or required to submit to a bona fide drug or alcohol abuse rehabilitation program. Southern Maryland RC&D Board, Inc. will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace.

"Drugs" means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.

"Abuses" means any use of any illegal drug, or use of any drug, including alcohol, over-the-counter or prescription drugs when use is not in conformance with prescription requirements or in circumstances where use is not permitted.

Southern Maryland RC&D Board, Inc. will educate and inform its employees about the health consequences of drug and alcohol abuse. All current employees will be made aware of this policy through distribution of the Employee Handbook.

VIOLENCE-FREE WORKPLACE

The safety and security of all employees is of primary importance at Southern Maryland RC&D Board, Inc. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals by anyone on organization property, or property where official business is being conducted, will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Southern Maryland RC&D Board, Inc. reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Southern Maryland RC&D Board, Inc.'s premises shall be removed as quickly as safety permits and shall remain off the organization's premises until an investigation has been completed. Following the investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business or employment relationship, reassignment of job duties, and/or criminal prosecution of the person or persons involved.

You are responsible for notifying your HR representative in writing of any threats that you witness or receive or that you are told another person witnessed or received. Even without a specific threat, you should report any behavior you have witnessed that may be regarded as potentially threatening or violent or which could endanger the health or safety of an employee if the behavior has been carried out on an organization-controlled site or is connected to the organization's employment or business. You are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information and will do its utmost to maintain the confidentiality of such information in order to respect the safety and privacy of the reporting employee.

Affiliate employees working under a partnership agreement should refer to the reporting policies of their supervising agency and/or duty stations and keep RC&D HR representatives informed throughout the process to ensure proper coordination between RC&D and the partner agency. Both organizations will protect the confidentiality of the reporting employee to the greatest extent possible.

WORKPLACE BEHAVIOR EXPECTATIONS AND REPORTING PROCEDURES

Personal Appearance:

Many visitors come to our office throughout the year. Accordingly, it is important to maintain a business-like appearance, avoiding extremes in attire in the office and while serving our clients in the community. The key guideline: Dress in a manner that reflects well on our organization.

Certain attire is prohibited during work hours. Such items include, but are not limited to, halters, sweatshirts, flip-flops, bathing attire, beachwear, short-shorts, and exceptionally revealing clothes. You may wear casual clothing when circumstances permit (jeans, short-sleeved shirts, long shorts, slacks). Clothing appropriate for field work is acceptable if the clothing is clean and presentable. Under certain circumstances, field-appropriate clothing may include prohibited attire (such as beachwear or sweatshirts).

Affiliate employees working under partnership agreements should follow the dress code and personal appearance standards for their supervising agency. Your direct supervisor will provide guidance during your orientation period.

Southern Maryland RC&D Board, Inc. also expects you to keep your workstations and work areas as orderly as possible, including areas used during approved remote telework.

Grievance Procedures:

Employees are encouraged to raise workplace concerns promptly. When appropriate, an employee may first discuss a concern with the employee's immediate supervisor. An employee is not required to report a concern to a person who is involved in the matter and may instead report it to the RC&D HR representative, Executive Director, Chair, or an appropriate Board-appointed Committee member.

An employee shall submit a written grievance to any available reporting contact identified above. RC&D will review the concern promptly and impartially and will coordinate with partner-agency personnel when necessary to investigate conduct or performance at an offsite duty station.

RC&D will share information only with persons who have a legitimate need to know, consistent with a fair investigation and applicable law. Employees must cooperate honestly in investigations. Retaliation for making a good-faith report, requesting an accommodation or protected leave, or participating in an investigation is

prohibited. RC&D will communicate the disposition of a grievance as appropriate, although confidential personnel information may limit the details disclosed.

COMMUNICATION POLICIES

Use of Cellular Telephones

Southern Maryland RC&D Board, Inc. does not provide cellular telephones to employees.

Affiliate employees working through partnership agreements must follow communications policies and procedures provided to them by their supervisors. Any required training, documentation, or other items necessary for usage of partner systems should be followed. Failure to adhere to said policies may lead to disciplinary action up to and including termination.

Electronic Communications

Affiliate employees working through partnership agreements must follow communications policies and procedures provided to them by their supervisors. Any required training, documentation, or other items necessary for usage of partner systems should be followed. Failure to adhere to said policies may lead to disciplinary action up to and including termination.

Southern Maryland RC&D Board, Inc. maintains an e-mail, voicemail, and telephone system, computers, internet access, and other business equipment (collectively called the "Systems") for the purpose of conducting the business of the organization. The devices and the data stored on these Systems, as well as the specialized software programs and systems developed for Southern Maryland RC&D's use, are the sole property of Southern Maryland RC&D Board, Inc. and must be protected appropriately.

In general, access to any Systems component is restricted to authorized users. An authorized user is someone who, in the sole opinion of Southern Maryland RC&D Board, Inc., requires access to support business activities. You may not use an unauthorized access code or password, access files that you have no right to access, or disseminate confidential information that is derived from electronic or other sources, including stored communications. All passwords must be kept strictly confidential. You will be held accountable for work performed with your user ID or password. You may not use a password that is unknown to Southern Maryland RC&D Board, Inc., nor may you share your password with any individual or entity not employed by Southern Maryland RC&D Board, Inc. The existence of a password does not mean that any messages you send using a password will be

confidential. Southern Maryland RC&D Board, Inc. may monitor use of the Systems on a random or other basis to see that the Systems are being used for proper purposes.

You may not use any of these Systems for non-job-related solicitations, organizational campaigns, political or religious causes, or other non-business purposes during working time. The Systems may not be used to transmit, retrieve, or store any communications of a defamatory, discriminatory or harassing nature, or materials that are abusive, profane or offensive, obscene or pornographic, including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference. Harassment of any kind is absolutely prohibited. The Systems may not be used for any purpose, which is illegal, against Southern Maryland RC&D Board, Inc. policy, or contrary to the Southern Maryland RC&D Board, Inc.'s best interest.

Southern Maryland RC&D Board, Inc. reserves the right to retrieve and read any messages sent or received via its communications systems. All messages created, sent, or retrieved over the Systems and any information of any type in any Systems component, including but not limited to, all information stored on personal computers, hard drives or other external storage devices, and voice mail, are the property of Southern Maryland RC&D Board, Inc. and may be saved, accessed, and reviewed by the organization. You cannot consider any message sent, received, or stored via these systems as your private property. Southern Maryland RC&D Board, Inc. reserves the right to monitor or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. You are not permitted to read e-mail messages that are not sent to you unless you have obtained permission to do so from both your supervisor and the supervisor of the intended e-mail recipient.

You shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than Southern Maryland RC&D Board, Inc. When obtaining access to another organization's or individual's materials, you must respect all copyrights and may not copy, retrieve, modify or forward copyright materials, except with permission of the holder of the copyright, or as a single copy to reference only. You may not violate any software licenses, including, but not limited to, by making illegal copies of software. All software licenses, manuals and documentation must be available for inspection in the event of a software inventory or audit. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

Upon orientation, you will be required to sign our Acceptance and Use Policy Agreements (copies of all forms are provided in this Handbook) Southern Maryland

RC&D Board, Inc. also reserves the right to advise appropriate legal officials of any illegal violations.

AI & Technology Use Policy

Southern Maryland RC&D Board, Inc. recognizes that artificial intelligence and automated technologies may assist employees in performing work duties.

Employees may not:

- Upload confidential, proprietary, personnel, financial, grant-related, or sensitive organizational information into unauthorized AI systems;
- Use AI tools in a manner that violates privacy, security, confidentiality, or copyright requirements;
- Rely exclusively on AI-generated content without human review;
- Use AI tools for discriminatory, unlawful, or unethical purposes.

Employees remain responsible for the accuracy, quality, and legality of all work product.

The organization reserves the right to restrict, monitor, or prohibit the use of AI systems and technology resources.

Affiliate employees working through partnership agreements must follow communications policies and procedures provided to them by their supervisors. Any required training, documentation, or other items necessary for usage of partner systems should be followed. Failure to adhere to said policies may lead to disciplinary action up to and including termination.

Cybersecurity & Data Protection Policy

Employees are responsible for protecting organizational systems, devices, and information. Employees must:

- Use strong passwords and multifactor authentication where required;
- Secure devices containing organizational information;
- Avoid unauthorized software, applications, or cloud storage services;
- Immediately report suspected cybersecurity incidents, phishing attempts, or unauthorized access;
- Follow all organizational confidentiality and data protection requirements.

Violation of cybersecurity requirements may result in disciplinary action up to and including termination.

Affiliate employees working through partnership agreements must follow communications policies and procedures provided to them by their supervisors.

Any required training, documentation, or other items necessary for usage of partner systems should be followed. Failure to adhere to said policies may lead to disciplinary action up to and including termination.

EQUAL EMPLOYMENT OPPORTUNITY

Southern Maryland RC&D Board, Inc. is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender identity, sexual orientation, nationality, marital status, age, or disability. Southern Maryland RC&D Board, Inc. will not tolerate acts deemed to constitute discrimination or harassment based on gender, sexual orientation, race, creed, color, religion, national origin, marital status, age, disability, or any other characteristic protected by law.

Southern Maryland RC&D Board, Inc.'s procedure for responding to individual discrimination complaints is guided by the regulations of the Equal Employment Opportunity Commission. These procedures are posted in areas throughout the office and digital versions are available on our website and through the links in the REQUIRED WORKPLACE POSTERS AND NOTICES section of this Handbook. Any employee or applicant for employment who believes that unlawful discrimination has occurred must consult with their HR representative or relevant Board appointed representative within a reasonable period of time following the alleged discriminatory action. Human Resources, the Chair, and any relevant Committee will then conduct an investigation and advise the employee or applicant of the findings or of any remaining steps that may be taken.

PREGNANCY ACCOMMODATION & PREGNANT WORKERS FAIRNESS POLICY

Southern Maryland RC&D Board, Inc. provides reasonable accommodations for employees and applicants affected by pregnancy, childbirth, or related medical conditions in accordance with federal and Maryland law. Reasonable accommodations may include, but are not limited to:

- Additional restroom, food, or water breaks;
- Modified schedules;
- Temporary transfer to less strenuous duties;
- Seating accommodations;
- Assistance with lifting restrictions;
- Temporary remote work arrangements where appropriate;
- Leave related to pregnancy or childbirth; and

- Lactation accommodations.

Employees requesting accommodations should notify their supervisor or designated HR representative. The organization will engage in a timely, good-faith interactive process to determine appropriate accommodations.

RC&D prohibits discrimination or retaliation against employees requesting accommodations.

LACTATION ACCOMMODATION POLICY

Southern Maryland RC&D Board, Inc. supports nursing employees by providing reasonable break time and a private location, other than a bathroom, for expressing breast milk in accordance with applicable law.

Employees needing lactation accommodations should notify their supervisor or designated HR representative. The organization will make reasonable efforts to provide a private and functional space for lactation purposes.

RC&D prohibits retaliation against employees exercising rights under this policy.

ADA & DISABILITY ACCOMMODATION POLICY

Southern Maryland RC&D Board, Inc. complies with the Americans with Disabilities Act (ADA) and applicable Maryland disability accommodation laws.

The organization will provide reasonable accommodations to qualified employees and applicants with disabilities unless doing so would create undue hardship.

Reasonable accommodations may include modifications to work schedules, job duties, equipment, workplace policies, or work locations.

Employees requesting accommodations should notify their supervisor or designated HR representative. The organization will engage in an interactive process to determine effective accommodations.

Medical information obtained in connection with accommodation requests will be maintained confidentially to the extent required by law.

RC&D prohibits retaliation against employees exercising rights under this policy.

DOMESTIC VIOLENCE & SAFE WORKPLACE POLICY

Southern Maryland RC&D Board, Inc. is committed to maintaining a safe workplace for employees impacted by domestic violence, sexual assault, or stalking.

Employees may request reasonable accommodations or leave related to safety planning, court proceedings, medical treatment, counseling, relocation, or other related needs.

The organization will make reasonable efforts to maintain confidentiality. RC&D prohibits retaliation against employees exercising rights under this policy.

WORKPLACE ETHICS POLICIES

ANTI-RETALIATION POLICY

Southern Maryland RC&D Board, Inc. strictly prohibits retaliation against any employee, applicant, volunteer, or other individual who:

- Reports suspected violations of law or organizational policy;
- Reports discrimination, harassment, safety concerns, fraud, or unethical conduct;
- Requests workplace accommodations;
- Requests or uses protected leave;
- Participates in an investigation;
- Cooperates in a government inquiry; or
- Exercises rights protected under federal, state, or local law.

Retaliation includes, but is not limited to:

- Termination;
- Demotion;
- Reduction in hours;
- Discipline;
- Harassment;
- Intimidation;
- Threats; or
- Any adverse employment action motivated by protected activity.

Employees who believe they have experienced retaliation should immediately report the concern to their supervisor, HR representative, Executive Director, Executive Committee member, or another designated reporting contact.

Any employee who engages in retaliation may be subject to disciplinary action up to and including termination.

SEXUAL AND OTHER HARASSMENT

Southern Maryland RC&D Board, Inc. does not condone or excuse harassment of any kind. Southern Maryland RC&D Board, Inc.'s policy prohibits employees from discriminating against or harassing their colleagues based on gender (more commonly known as "sexual harassment"), sexual orientation, pregnancy, religion, mental or physical impairment, age, race, marital status, creed, color, or national origin. Southern Maryland RC&D Board, Inc. will take immediate steps to address complaints of slurs or harassment based on any characteristic protected by law.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Southern Maryland RC&D Board, Inc.'s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Southern Maryland RC&D Board, Inc.'s policy against harassment covers employees and other individuals who have a relationship with Southern Maryland RC&D Board, Inc. which enables the organization to exercise some control over the individual's conduct in places and activities that relate to Southern Maryland RC&D Board, Inc.'s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Southern Maryland RC&D Board, Inc.'s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive

manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Prohibition of Other Types of Discriminatory Harassment: It is also against Southern Maryland RC&D Board, Inc.'s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Southern Maryland RC&D Board, Inc.'s premises such as on an employee's desk or workspace or on the organization's equipment or bulletin boards, or any offsite location where Southern Maryland RC&D Board, Inc. official business is being conducted. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Southern Maryland RC&D Board, Inc. encourages the reporting of all perceived incidents of sexual or other harassment either through an informal or a formal procedural mechanism. Anyone who retaliates against an employee who reports harassing conduct or cooperates in the investigation of a complaint of discriminatory harassment will be subject to disciplinary action.

To resolve a complaint of sexual harassment or another type of harassment on an informal basis, you should: notify the offender that his or her behavior is unwelcome; or, notify anyone in your supervisory chain or the supervisor of the alleged harasser. The supervisor will then attempt to resolve the situation as promptly and discretely as possible.

To initiate the formal procedure, you should notify the Chair of the Board of Directors, a member of the Executive Committee, or the RC&D Executive Director

of the harassing conduct. The Chair and a designated Board appointed Committee will conduct an investigation of the complaint. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the Executive Committee, who will then determine a course of action. The response can include various kinds of disciplinary action, up to termination. Upon completion of the investigation, Southern Maryland RC&D Board, Inc. will inform the employee who made the complaint of the results of the investigation.

If the alleged harasser is the Chair, you should report the conduct to a member of the Executive Committee. The Board of Directors will establish a Committee to investigate the complaint and determine a course of action. The Committee will be charged with initiating the investigation, conducting the investigation, and determining a response or course of action within a reasonable period of time. Southern Maryland RC&D Board, Inc. will conduct follow-up interviews to determine that the appropriate steps were taken, and the issues were resolved.

CONFIDENTIALITY

Southern Maryland RC&D Board, Inc. considers certain information to be confidential and/or proprietary. Such information should not be communicated without proper authorization from the Board of Directors.

Confidential information includes: business information such as financial and marketing data, budget information, bid proposals, contract negotiations, and research and development ideas; personnel actions, such as promotions, demotions, terminations, personnel controversies, compensation, payroll data, performance appraisals, personal information of an embarrassing nature or that an employee specifically requested be kept confidential; information about program recipients or clients of a personal nature; certain legal advice, opinions, and documents. If you are not sure if the information you are handling is confidential, consult the Chair.

When discussing or transmitting confidential information, please follow these guidelines:

- Do not reveal any confidential information except under the direction and with the approval of the Board of Directors;
- Make sure that confidential information is properly marked and secured before transmittal;
- Ensure that the recipient of the confidential information has a legitimate need to know the information;

- Avoid displaying confidential data where it can be easily observed, including on your computer screen when you are not at your desk;
- Immediately inform the Chair in writing of the loss of any confidential data;
- Limit reproduction and distribution of such information;
- Secure confidential documents in locked cabinets or containers when not in use; and
- Make sure that you properly dispose of all confidential information.

Do not remove any confidential information from the organization's office without specific authorization to do so. Before you leave employment at Southern Maryland RC&D Board, Inc., return all confidential and sensitive information directly to your supervisor.

OWNERSHIP OF MATERIALS

All information that you write, develop, receive, or compile, including but not limited to publications, articles, speeches, reports, manuals, etc., during the performance of your duties at Southern Maryland RC&D Board, Inc. automatically becomes our property, whether or not it is written, developed, or compiled in your home or in our offices, and whether done during business hours or during other time.

CONSULTING AND HONORARIA

If you are asked to consult with others or to speak at a conference as a representative of Southern Maryland RC&D Board, Inc. you must obtain prior approval from the Chair. All monetary compensation you earn as a representative of Southern Maryland RC&D Board, Inc. shall be paid to Southern Maryland RC&D Board, Inc. This includes, but is not limited to, compensation paid for speaking engagements, written work, and attendance at events.

CONTRACTS AND CONSULTANTS

Employees of Southern Maryland RC&D Board, Inc. are not authorized to enter into contract with any party on behalf of the organization without Board approval. Only Management, with approval from the Chair or Executive Board, may enter into contracts on behalf of Southern Maryland RC&D Board, Inc. All contracts generated by Southern Maryland RC&D Board, Inc. must follow a standardized form approved by the Executive Committee.

OUTSIDE BUSINESS INTERESTS

You may have outside business interests or outside employment so long as it does not interfere with your job performance or otherwise create a conflict of interest or an appearance of a conflict of interest. Key Employees will be required to sign a Conflict-of-Interest Policy annually. Improper outside activities include but are not limited to: working for a competing organization or business; using the Southern Maryland RC&D Board, Inc.'s time, facilities or equipment to engage in another business or occupation; engaging in an outside activity which results in you losing time from work, presents the appearance of a conflict, or distracts you from performing satisfactorily.

PERSONAL BELIEFS AND PARTISAN POLITICAL ACTIVITY

Southern Maryland RC&D Board, Inc. recognizes that you may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent you from fulfilling your job responsibilities, if you attempt to use Southern Maryland RC&D's time and facilities for furthering them, or if you continue to attempt to convince others of your personal beliefs after you have been asked to stop.

As an employee of a 501(c)(3) tax-exempt organization, you may not use your organizational authority to coerce or attempt to command or advise another employee to pay or contribute anything of value for political purposes.

Per IRS guidance on political activity, 501(c)(3) organizations cannot endorse or oppose candidates for public office, contribute to political campaigns, or use organizational resources for partisan political activity. There are no exceptions. Staff may not endorse candidates on behalf of the organization, use organizational email or letterhead for campaign communications, attend partisan events in their organizational capacity, or use work time for campaign activities.

Any lobbying or advocacy activities on behalf of RC&D for issues that are relevant to RC&D's mission and vision must be approved in advance by the full Board of Directors. If you are hired/contracted through a grant-funded position, RC&D cannot reimburse you for membership dues or other expenses associated with lobbying or advocacy groups.

Nothing in this policy shall preclude an employee, Board member or other agent of RC&D from engaging in political campaign activities or lobbying activities on their own time. Personal political activity using personal time and resources, with no indication of organizational affiliation, is generally permitted. Employees can vote, make personal campaign contributions, volunteer for campaigns outside work hours, and hold personal political opinions.

EMPLOYMENT OF RELATIVES

An applicant who is closely related to an employee is not normally eligible for employment in a position that would result in one family member directly reporting to or reviewing the performance of another.

Exceptions require the advance approval of the Board of Directors. "Closely related" is generally interpreted to mean spouse, life partner, parents, children, siblings, grandparents, in-laws, relatives through marriage, or members of the same household. Employees in a supervisory relationship who become related while working at Southern Maryland RC&D Board, Inc. must end the supervisory relationship by resigning or transferring to an open position in another department.

PERSONNEL RECORDS

Federal and state law requires Southern Maryland RC&D Board, Inc. to keep certain employee records on file for specific lengths of time. The Board of Directors confidentially maintains these records in your official personnel file.

Personnel records are the property of Southern Maryland RC&D Board, Inc. You may request to view your personnel file from your immediate supervisor or the Executive Board. You may not alter, remove, add, or replace any documents in your file. You may not view the personnel records of any other employee unless you are a member of the Board of Directors or the direct supervisor of the employee whose records you wish to access.

Please help us keep these files up to date by informing us of any changes in your marital status, address, number of dependents, insurance beneficiary, telephone number, and emergency contact. Such information is critical to ensure that we are able to administer your benefits and health insurance in an accurate and timely manner.

CONFLICT OF INTEREST POLICY

Application of Policy

This policy applies to Board Members, key staff, and certain volunteers of Southern Maryland RC&D Board, Inc. A volunteer is covered under this policy if that person has been granted significant independent decision-making authority with respect to financial or other resources of the organization. Persons covered under this policy are hereinafter referred to as "interested parties."

Determining a Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

Financial Interests - A conflict may exist where an interested party or a relative or business associate of an interested party directly or indirectly benefits or profits as a result of a decision or transaction entered into by the organization. Examples include situations where:

The organization contracts to purchase or lease goods, services, or property from an interested party or a relative or business associate of an interested party;

The organization purchases an ownership interest in or invests in a business entity owned by an interested party or by a relative or business associate of an interested party;

The organization offers employment to an interested party or a relative or business associate of an interested party, other than a person who is already employed by the organization;

An interested party or a relative or business associate of an interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity which does business or seeks to do business with the organization;

An interested party or a relative or business associate of an interested party is gratuitously provided use of the facilities, property, or services of the organization.

Other Interests - A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the organization, or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to another organization. Examples include:

An interested party seeks to obtain preferential treatment by the organization for her/himself, a relative, or business associate; An interested party seeks to make use of confidential information obtained from the organization for her/his own benefit or for the benefit of a relative, business associate, or other organization; or

An interested party seeks to take advantage of an opportunity or enables a relative, business associate or other organization to take advantage of an opportunity which s/he has reason to believe would be of interest to the organization.

Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete a questionnaire, in the provided form, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the organization and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For Board Members, the disclosure statements shall be provided to the Chair of the Board of Directors. The Chair's disclosure statement shall be provided to the Secretary of the Board of Directors.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Executive Committee.

The Secretary of the Board shall file copies of all disclosure statements with the official corporate records of the organization.

Whenever there is reason to believe that an actual or potential conflict of interest exists between Southern Maryland RC&D Board, Inc. and an interested party, the Board of Directors shall determine the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described below, with respect to a specific proposed action or transaction.

Procedures for Addressing Conflicts of Interest - Specific Transactions

Where an actual or potential conflict exists between the interests of Southern Maryland RC&D Board, Inc. and an interested party with respect to a specific proposed action or transaction, Southern Maryland RC&D Board, Inc. shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the Board of Directors of the organization. The following procedures shall apply:

An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision making of the organization with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.

The disinterested members of the Board of Directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation.

The Board of Directors shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with an entity that is not an interested party.

Approval by the disinterested members of the Board of Directors shall be by vote of a majority of Board Members in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.

The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

Violations of Conflict-of-Interest Policy

If the Board of Directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and take the appropriate action. ABOUT YOUR JOB

WHISTLEBLOWER & ETHICS REPORTING POLICY

Southern Maryland RC&D Board, Inc. encourages employees to report suspected:

- Fraud;
- Financial impropriety;
- Misuse of grant funds;
- Violations of law;
- Ethical misconduct; or
- Serious policy violations.

Reports may be made to management, the Executive Director, the Executive Committee, or another designated reporting contact.

The organization will investigate reports as appropriate and will make reasonable efforts to maintain confidentiality.

Retaliation against individuals making good-faith reports is strictly prohibited.

CONFIDENTIAL REPORTING OF FINANCIAL IMPROPRIETY OR MISUSE OF ORGANIZATION'S RESOURCES

Any member of the staff, Board of Directors, or volunteers affiliated with the organization with information about known or suspected financial improprieties or misuse of the organization's resources, or other ethical problems is encouraged to

report their concerns to the organization Secretary/Treasurer who will then ask the Chair to investigate. If the allegations involve the organization Secretary/Treasurer, Chair or any member of the Executive Committee with the assistance of designated Board Members will investigate. The sources of reports about financial improprieties and misuse of organization's resources will be held in confidence unless the individual who reports the situation agrees to reveal his/her identity or the report leads to legal action and a court order is issued for information regarding the case.

WORKPLACE INVESTIGATIONS POLICY

Southern Maryland RC&D Board, Inc. may conduct investigations into allegations of misconduct, policy violations, safety concerns, discrimination, harassment, fraud, or other workplace issues. For Affiliate employees working under partnership agreements, these investigations may be conducted in coordination with the supervising agency's appropriate departments or personnel per applicable policies and procedures for the employee's duty station.

- Employees are expected to cooperate honestly and fully during investigations.
- The organization will maintain confidentiality to the extent reasonably possible.
- Retaliation against employees participating in investigations is prohibited.
- Employees may be placed on administrative leave during investigations when appropriate.

CORRECTIVE ACTION

All Southern Maryland RC&D Board, Inc. employees are expected to meet established standards of attendance, performance, and conduct. Employees who demonstrate poor attendance, substandard work performance, or unacceptable conduct will be subject to review and corrective action.

Corrective action is carried out at the discretion of the Board of Directors, its relevant appointed Committee or Chair, based on the specific situation and its severity. Corrective actions include verbal reminders, written reprimands, suspension, reassignment, demotion, termination, or other actions consistent with the circumstances. Southern Maryland RC&D Board, Inc. reserves the right to decide, at its own discretion, the order of corrective action. Nothing in this policy obligates the organization to follow a pattern of progressive discipline, nor is it intended in any way to limit the organization's right to terminate an employee at any time, with or without cause, and with or without advance notice.

For Affiliate employees working under partnership agreements, corrective actions may be conducted in coordination with the supervising agency's appropriate

departments or personnel per applicable policies and procedures for the employee's duty station.

CLASSIFICATION OF EMPLOYEE POSITIONS

RC&D classifies each position as exempt or nonexempt under applicable federal and Maryland wage-and-hour law. Classification depends on the employee's actual duties, method and level of compensation, and all other legal requirements. A job title, full-time or part-time schedule, grant-funded status, or use of a salary does not by itself establish exempt status.

Nonexempt employees must be paid for all hours worked and generally receive overtime compensation for hours worked over 40 in a workweek. Exempt employees are not eligible for overtime when their position satisfies every requirement of an applicable exemption. RC&D determines and documents the classification of each position.

Employees will be notified of their classification and should direct questions or concerns about classification, recorded time, or pay to the RC&D HR representative or Executive Director. RC&D prohibits retaliation against an employee who raises a good-faith wage-and-hour concern.

A government-equivalent grade, salary schedule, professional or technical label, grant-funded status, or partner-agency assignment does not establish exempt status. RC&D will review actual duties, compensation, and all legal requirements and may change a classification when duties, compensation, or applicable law changes.

Supervisory authority is limited to positions specifically designated by RC&D. Working under an NRCS or other partner-agency supervisor, or coordinating the work of others, does not by itself qualify a position for the executive exemption. Each position will be classified from its actual primary duties and compensation.

SALARY BASIS POLICY FOR EXEMPT EMPLOYEES

RC&D intends to comply with all federal and Maryland salary-basis requirements applicable to exempt employees. Exempt status will be reviewed based on the law in effect and the employee's actual duties and compensation.

Salary Basis Requirement

An employee paid on a salary basis generally receives a predetermined amount for each workweek in which the employee performs any work, subject only to

deductions permitted by law. RC&D will not reduce an exempt employee's salary because of variations in the quality or quantity of work or because work is unavailable during part of a workweek. RC&D may make lawful deductions, including deductions for certain full-day absences, qualifying unpaid protected leave, and the initial or final week of employment.

Circumstances in Which Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

Organizational Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit anyone from making an improper deduction from the salaries of exempt employees. We want employees to be aware of this policy, and that RC&D does not allow deductions that violate the FLSA.

What To Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Executive Committee. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

HOURS OF WORK

The standard workday is eight hours, excluding lunch. The standard RC&D office hours are 8:00 a.m. to 4:30 p.m. with one unpaid half-hour for lunch. You should not perform any work tasks during your meal break!

To accommodate departmental needs and those who prefer a different daily schedule, Southern Maryland RC&D Board, Inc. has instituted a flextime program in which your HR representative and Supervisor have the option of allowing you to choose your preferred schedule, subject to the requirements, coverage, and workloads of the organization.

Affiliate employees working for RC&D through a partnership agreement should follow guidance provided by their supervising agency. Your direct supervisor will provide guidance on the working hours and expectations of your duty station.

WORKWEEK AND TIME RECORDS

Each biweekly pay period consists of two separate seven-day workweeks. Overtime is calculated separately in each workweek and will not be averaged across the two-week pay period. RC&D will identify the fixed beginning and ending time of its workweek in payroll and timekeeping instructions.

RC&D's regular operating schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m., with a one-half-hour unpaid meal period. An approved flexible, field, or partner-site schedule does not change the fixed seven-day workweek used to determine overtime.

All nonexempt employees must accurately record all time worked each day, including work performed at an RC&D office, partner-agency office, in the field, remotely, while traveling between work locations, or outside the employee's usual schedule. No employee may work off the clock, omit time worked, or alter another employee's time record. Supervisors must not request or permit off-the-clock work. Employees must promptly report any error so it can be corrected.

HOLIDAYS

Each year the Board of Directors approves a holiday schedule that includes the holidays listed below and may include additional days. We are closed on the following Holidays.

- New Year's Day
- Martin Luther King, Jr.'s Birthday

- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

The number of holidays and the schedule are subject to change without notice. The Board of Directors may establish additional holidays on an annual basis. If you are an Affiliate employee, the partnership organization may grant additional holidays; these requests must be shared with your RC&D HR representative in order to be included in your timesheets, upon approval from the Executive Director.

Southern Maryland RC&D Board, Inc. observes holidays falling on a Saturday on the preceding Friday. The organization observes holidays occurring on a Sunday on the following Monday.

Part-time, full-year employees will not be paid for these Holidays but will not be required to work. You must be in active pay status both the day before and the day after a Southern Maryland RC&D Board, Inc. holiday in order to be paid for the holiday.

OVERTIME

Nonexempt employees may not work overtime without advance approval from both their immediate supervisor and RC&D. A partner-agency supervisor may identify an operational need for additional work but cannot, acting alone, authorize overtime on RC&D's behalf.

RC&D will pay nonexempt employees one and one-half times their regular rate for all hours worked over 40 in a defined workweek, unless set forth otherwise herein and in accordance with applicable law.

- All hours worked must be reported accurately, whether or not approved in advance. Working unauthorized overtime may result in corrective action, but RC&D will not withhold legally required compensation for hours actually worked.
- For a nonexempt employee, RC&D may approve a schedule adjustment within the same workweek so the employee does not exceed 40 hours. Hours may not be shifted to a different workweek to avoid overtime.

- Overtime will be paid on the regular payday for the pay period in which it was earned, or as soon thereafter as permitted when the amount cannot reasonably be calculated before payroll closes.

RC&D determines compensable work time under applicable law. Time does not become noncompensable merely because it was unauthorized, performed away from the duty station, performed remotely, or labeled compensatory time.

COMPENSATORY TIME

RC&D may, in its discretion, grant an exempt employee paid compensatory leave in recognition of unusually demanding schedules or additional responsibilities. Compensatory leave for an exempt employee is a discretionary benefit; it is not hour-for-hour wages, does not alter exempt status, and is not payable at separation unless RC&D expressly agrees otherwise in writing.

- Compensatory leave for exempt employees must be approved by RC&D and recorded in the manner RC&D directs. Approval by a partner-agency supervisor alone does not create or authorize compensatory leave.
- RC&D may establish limits, expiration dates, and scheduling requirements for discretionary compensatory leave and may modify or discontinue the benefit prospectively.

Nonexempt employees may elect to receive additional compensatory leave in place of legally required overtime. An approved schedule adjustment for a nonexempt employee must occur within the same workweek.

Attendance at a training, meeting, dinner, or other event is compensable work when required or when the circumstances otherwise make the time compensable under applicable law. RC&D may grant discretionary leave or another benefit for voluntary, non-work events, but such a benefit will not be used to reclassify compensable work time.

- Employees must obtain advance guidance from RC&D regarding timekeeping and travel before attending an event. All compensable work and travel time must be recorded accurately.

Any discretionary bonus or leave award must be approved by RC&D in writing and administered consistently with the employee's classification and applicable wage law.

REMOTE WORK & TELEWORK POLICY

Southern Maryland RC&D Board, Inc. may permit employees to work remotely when operationally appropriate.

The remote work and telework policy agreement form must be signed by RC&D management, the employee, and the direct supervisor and returned to the HR representative before telework is authorized. Remote work arrangements are discretionary and may be modified or discontinued at any time.

Employees working remotely must:

- Maintain accurate time records;
- Follow all cybersecurity and confidentiality requirements;
- Use organization systems securely;
- Maintain a safe and productive workspace;
- Protect confidential information;
- Comply with all attendance and communication expectations.

Non-exempt employees must accurately record all hours worked and may not work overtime without prior authorization.

Employees must immediately report work-related injuries occurring during remote work.

An employee may not regularly work from a state or jurisdiction different from the employee's assigned duty station without advance written approval from RC&D. RC&D will review approved out-of-state telework for applicable payroll, tax, wage-and-hour, leave, workers' compensation, and notice requirements. Employees must promptly report any change in home address or remote-work location.

TIMESHEETS

Employees must maintain complete and accurate time records using the provided timesheet and submit them by 10:00 a.m. on the first Tuesday following the end of each pay period. A late or incomplete timesheet may result in corrective action and may delay administrative verification, but RC&D will pay wages on the regular payday based on the records reasonably available and will correct any discrepancy promptly.

- Your name must be written as it appears on your Social Security card (no nicknames or aliases).
- Timesheets should provide enough detail for your supervisor to validate your working hours. If you have worked on a program or grant during the week, you should specify the program/grant.
- Time In should reflect your actual arrival to your duty station.

- Time Out should reflect your actual departure.
- Only numbers should be used when marking time spent, no letters or words.
- Time can be given in as small as quarters of an hour (0.25, 0.5, 0.75)
- If leave was taken during the pay period, an approved leave request should be included with your timesheet (or prior).
 - Leave more than 8 hours should be approved in advance, except in those cases where prior approval is not feasible. See the LEAVE POLICIES section in this Handbook for more information.
- You and your supervisor must sign the timesheet.

Falsification of your time sheet may result in disciplinary action, up to and including termination. For more detailed instructions on how and when to fill out timesheets, please speak to your immediate supervisor or HR representative.

A sample timesheet is provided for your reference on the next page.

Sample Timesheet

Full-time employee total hours should be **80; 40** for each week. If you work more than 80 hours, it will be determined if the time is overtime or comp time.

BI-WEEKLY PAYROLL TIMESHEET
Employee Name: DOE, JOHN Dates: 06/28/2026 - 07/11/2026

I hereby certify that the time recorded represents the actual hours of employment for the period indicated.

Employee Signature: *John Doe* Date: 07/10/2026
On-site Certification: JANE Q. PUBLIC Digitally signed by JANE Q. PUBLIC Date: 2026.07.11 08:54:32

Digital signatures or real signatures are acceptable. Digital signatures do not have to include a certificate. Supervisor and Employee signatures are both required for final approval.

Pay Period 13		Week 1		Week 2	
Hours Worked	71.00	Hours Worked	35.00	Hours Worked	36.00
Leave Used	12.00	Leave Used	8.00	Leave Used	4.00
Total Hours	83.00	Total Hours	43.00	Total Hours	40.00

Supervisor may ask for **more** or **less** detail on activities. **Telework** should always be indicated.

		Hours Worked							PP
Activity Code		Sun	M	Tu	W	T	F	Sat	
Office work			2.00						2.00
Field Work			4.00						4.00
Training									0.00
Travel			2.00						3.00
Telework				8.00					8.00
CADD					5.00				5.00
Site Visit with Landowner					1.00				1.00
Administrative/Email					1.00				0.00
Forest Management Plan					1.00				0.00
Comp. Time - SCD Dinner				3.00					0.00
Federal Holiday							8.00		8.00
LeaveHoursBal.									
Annual Leave			20.0						6.00
Comp. Time			2.0			2.00			
Sick Leave			20.0						
Admin. Leave			0.00						
Actual Clock Hours Worked									
Start Time			0700	0730	0715	0700	0700		
End Time			1530	1600	1545	1530	1530		
			30	30	30	30	30		

APPROVED in ADVANCE: Compensatory time will be added on next timesheet.

Compensatory time should be used before annual leave.

Leave balances will be updated by your HR representative with each new timesheet for the pay period. Please alert HR if you notice any discrepancies or mistakes. Sometimes Admin. leave is granted after the timesheets have been provided, but you will be able to use those hours as stated.

		Hours Worked							PP
Activity Code		Sun	M	Tu	W	T	F	Sat	
Dorchester Office			8.00		3.00	5.00	2.75		0.00
Caroline Office					3.00	1.00	1.25		0.00
Training									0.00
Travel				4.00		2.00			0.00
Telework									0.00
Soil Health Training				6.00					0.00
Federal Holiday									0.00
LeaveHoursBal.									
Annual Leave			20.0						0.00
Comp. Time			2.0						0.00
Sick Leave			20.0				4.00		4.00
Admin. Leave			0.00						0.00
Actual Clock Hours Worked									
Start Time			0700	0600	0800	0700	0715		
End Time			1530	1630	1530	1530	1115		
Lunch (in minutes)			30	30	30	30			

You can use as specific as 15-minute increments (quarters of an hour).

Travel time can be included as part of the activity or specified as its own activity. Supervisors have the final say on level of detail.

APPROVED in ADVANCE: Unavoidable overtime due to training. Flexed the extra time within the week to make up for it.

LEAVE POLICIES

ACCRUED ANNUAL LEAVE

Southern Maryland RC&D Board, Inc. provides Accrued paid Annual Leave to its employees to allow them: (1) to enjoy regular periods of rest and relaxation and (2) to attend to other personal business when necessary.

All full-time, full-year employees are eligible to accrue Annual Leave, at a rate set forth below. A maximum of 245 hours can be carried over to the next Fiscal Year, which ends on June 30th.

Full-Time, Full-Year Employees			
Years of Service	Paid Time Off (hours per pay period)	Paid Time Off (hours per annum)	Paid Time Off (days per annum)
Up to 3	4	104	13
4 through 7	6	156	19.5
More than 7	8	208	26

RC&D's annual leave year runs from July 1 through June 30. The limit is measured and applied at the close of the fiscal year; it does not prevent an employee from temporarily accruing more than 245 hours during the year. Hours above 245 at fiscal year-end are forfeited unless RC&D approves otherwise.

Upon separation, RC&D will pay all accrued, unused annual leave reflected in RC&D's records as of the separation date. , including any balance over 245 hours that exists before the fiscal year-end carryover adjustment. Payment will be made with final wages on or before the next regular payday. Employees will not be required to take annual leave merely to avoid payment of an accrued balance at separation.

A few other notes about paid Annual Leave:

- When a Southern Maryland RC&D Board, Inc. holiday falls during your scheduled leave, annual leave will not be applied.
- Under exceptional circumstances, RC&D may approve a limited unpaid absence or an advance of paid annual leave. Any advance of paid leave must be approved

in writing by the Executive Committee and may not exceed two times the employee's regular accrual rate.

- Unpaid annual leave should not exceed 20 workdays per calendar year (FMLA qualified absences are exempt from this provision).
- A nonexempt employee may adjust hours only within the same workweek and only with advance approval. Hours may not be banked across workweeks as a substitute for annual leave or unpaid leave. RC&D may grant an exempt employee discretionary compensatory leave under the Compensatory Leave policy.
- When approving leave requests, the approving authority will consider staffing requirements, respective lengths of service, and employee preferences.
- Accrual of paid Annual Leave begins on your date of hire.
- Under certain circumstances, you can contribute up to 40 hours each of paid vacation and/or sick leave to another employee; contributed hours will be deducted from the contributing employee's cumulative maximum carryover for the calendar year in which the paid Annual Leave is contributed. An employee may not receive more than 80 hours of contributed leave in a 12-month period.
- Annual Leave periods of more than 8 hours must be approved in advance by your supervisor and HR representative. They will take the following issues into consideration when approving vacations, particularly when a scheduling conflict arises:
 - coverage of services at RC&D or other duty stations;
 - convenience for other employees;
 - position and length of employment of the employee requesting the vacation;
 - and the most recent vacation schedule of the employee requesting vacation.

SICK LEAVE

RC&D provides paid sick and safe leave in accordance with this policy and the Maryland Healthy Working Families Act. Leave may be used for the employee's or a covered family member's mental or physical illness, injury, condition, treatment, or preventive care; maternity or paternity leave; and absences related to domestic violence, sexual assault, or stalking when permitted by Maryland law.

All regular, full-time employees will receive 4 hours of paid sick leave per pay period, or a total of 13 working days over the course of the fiscal year. Accrual of paid sick leave begins on your date of hire.

Part-time, full-year employees accrue sick and safe leave at the rate established by RC&D, but never less than one hour for every 30 hours worked when the Maryland Healthy Working Families Act applies. RC&D will apply any more generous written benefit that covers the employee.

Sick leave may be carried over from year to year. All unused sick leave will be forfeited when you leave the organization. No employee will receive a payout for accumulated sick leave.

Maryland Sick & Safe Leave Policy

Eligible employees may use accrued sick and safe leave for reasons permitted under Maryland law, including:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventive medical care for the employee or a covered family member, or to care for a covered family member with a mental or physical illness, injury, or condition;
- Maternity or paternity leave;
- When an absence is necessary because of domestic violence, sexual assault, or stalking committed against the employee or a covered family member, for purposes authorized by Maryland law;

Employees should provide notice as soon as practicable.

Southern Maryland RC&D Board, Inc. prohibits retaliation against employees for requesting or using protected leave.

This policy shall be interpreted consistent with the Maryland Healthy Working Families Act.

ACCRUAL AND USE

Regular full-time employees accrue four hours of paid sick leave for each completed biweekly pay period. For a partial first or final pay period, and for all other employees covered by the Maryland Healthy Working Families Act, RC&D will accrue sick and safe leave from qualifying hours actually worked at no less than one hour for every 30 hours worked. Accrual begins on the first day of employment. If RC&D's stated benefit would provide less leave than Maryland law requires, the statutory accrual will apply.

Accrued sick and safe leave is available for use as soon as it is earned. Leave is tracked on a fiscal-year basis from July 1 through June 30, may be used in increments as small as 15 minutes, and carries over from year to year without an RC&D-imposed maximum balance. Statutory accrual and use limits may apply only to the extent permitted by law; RC&D will administer any more generous written benefit stated in this policy.

COVERED FAMILY MEMBERS

Covered family members include a child, parent, spouse, grandparent, grandchild, or sibling as defined by Maryland law, including qualifying biological, adopted, foster, step, legal-custody, guardianship, and in loco parentis relationships.

NOTICE, VERIFICATION, AND PROTECTION

When the need for leave is foreseeable, an employee should give up to seven days' advance notice when practicable. When it is not foreseeable, the employee must notify RC&D as soon as practicable and generally follow the usual call-in procedure if doing so does not interfere with lawful use of leave. An employee will not be required to find a replacement worker as a condition of taking leave.

RC&D may request legally permitted verification when leave is used for more than two consecutive scheduled shifts or in another circumstance permitted by law. Medical information and documentation relating to domestic violence, sexual assault, or stalking will be kept confidential to the extent required by law.

Unused sick and safe leave is not paid at separation unless a separate written agreement states otherwise. If an employee is rehired within 37 weeks, RC&D will reinstate unused sick and safe leave as required by Maryland law. RC&D prohibits retaliation for requesting or using protected leave, making a good-faith complaint, or participating in a protected investigation or proceeding.

Maryland Paid Family & Medical Leave Insurance (FAMLI) Policy

Southern Maryland RC&D Board, Inc. will comply with the Maryland Family and Medical Leave Insurance program and applicable regulations. Under the current statutory schedule, payroll contributions begin January 1, 2027, and benefits become available in January 2028. RC&D will provide required notices and will advise employees of any change in the State's implementation schedule.

Eligible employees may qualify for paid leave benefits for qualifying reasons, including:

- The employee's serious health condition;
- Caring for a family member with a serious health condition;
- Bonding with a new child following birth, adoption, or foster placement;
- Certain military exigencies; or

The organization will administer leave in accordance with Maryland law, including applicable payroll contribution requirements, notice obligations, benefit coordination rules, and job restoration protections.

Employees requesting leave should provide notice as soon as practicable and comply with applicable certification requirements.

FAMLI leave will run concurrently with federal FMLA leave when both apply. The use and coordination of RC&D-provided paid leave during FAMLI leave will be administered in accordance with then-current Maryland law and RC&D's written procedures.

The organization prohibits retaliation against employees requesting or using protected leave.

FAMLI CONTRIBUTIONS AND COORDINATION

RC&D participates in Maryland's FAMLI State Plan. Beginning with wages paid January 1, 2027, contributions will be calculated on wages up to the applicable Social Security wage cap. The State has set the total State Plan contribution rate for 2027 at 0.9 percent, subject to future adjustment. For an employer of RC&D's reported size, the permitted employee share is currently 0.45 percent and the employer share is 0.45 percent.

RC&D currently has elected to pay the full State Plan contribution for 2027 without deducting the otherwise permitted employee share. RC&D will give employees any required advance notice if that decision changes. RC&D may use ADP or another authorized third-party administrator for reporting and notices, but RC&D remains responsible for compliance.

RC&D will not require an employee to exhaust general accrued sick leave, annual leave, or paid time off before receiving FAMLI benefits. RC&D and the employee may agree to use accrued paid leave to supplement a FAMLI benefit up to 100 percent of regular wages. FAMLI and federal FMLA leave will run concurrently when both apply.

FEDERAL FAMILY AND MEDICAL LEAVE ACT

Based on RC&D's currently reported workforce size, RC&D is not presently a covered private employer under the federal Family and Medical Leave Act. The federal FMLA generally applies to a private employer only after it employs at least 50 employees for at least 20 workweeks in the current or preceding calendar year. The separate 75-mile test concerns an individual employee's eligibility after employer coverage exists and is based on employees assigned to or reporting to the relevant worksite, not where employees live.

RC&D will periodically evaluate coverage. If RC&D becomes subject to the FMLA, it will provide eligible employees all rights and notices required by then-applicable

law. Nothing in this section limits leave or job protection available under Maryland law, RC&D policy, an applicable benefit plan, or another law.

MARYLAND FLEXIBLE LEAVE

An employee who has earned paid leave may use available paid sick leave, annual leave, paid time off, or other qualifying paid leave to care for the employee's spouse or parent who is ill, or for a child who is under age 18 or is at least age 18 and incapable of self-care because of a mental or physical disability, under the same terms that apply to the employee's own illness. An employee may also use available qualifying paid leave for bereavement upon the death of the employee's child, spouse, or parent; for bereavement, a child is not limited by age or disability. If more than one type of paid leave is available, the employee may elect the type and amount to use. This right does not reduce any more generous bereavement benefit provided by RC&D.

MARYLAND PARENTAL LEAVE

An eligible employee may take up to six workweeks of unpaid parental leave during any 12-month period for the birth of the employee's child or placement of a child with the employee for adoption or foster care. When leave begins, the employee must have worked for RC&D for at least 12 months and at least 1,250 hours during the preceding 12 months and must satisfy the worksite requirement under Maryland law.

The employee must give at least 30 days' written notice unless leave is required because of a premature birth, unexpected adoption, or unexpected foster placement. RC&D may require or the employee may elect to substitute available paid leave as permitted by law. RC&D will maintain group health coverage and restore the employee to the same or an equivalent position as required by law. RC&D prohibits interference or retaliation.

ORGAN AND BONE MARROW DONATION LEAVE

An employee who has worked for RC&D for at least 12 months and at least 1,250 hours during the preceding 12 months may take unpaid leave of up to 60 business days in a 12-month period to serve as an organ donor and up to 30 business days to serve as a bone marrow donor. The employee must provide written physician verification that the employee is a donor and that the donation is medically necessary. Donation leave will not be treated as a break in continuous service, and the employee will be restored to the same or an equivalent position as required by Maryland law.

CIVIL AIR PATROL LEAVE

RC&D will provide at least 15 days of unpaid leave per calendar year to an eligible employee responding to an emergency mission of the Maryland Wing of the Civil Air Patrol. The employee must provide as much notice as possible, update RC&D regarding the anticipated duration and any changes, and provide requested verification. An employee is not required to exhaust other available leave before using Civil Air Patrol leave. RC&D prohibits retaliation for requesting or taking protected leave.

ADMINISTRATIVE LEAVE

Most commonly, administrative leave is granted in the event of office closures. See the EXCUSED ABSENCES section for additional details.

Administrative leave may also be used during a period of time that an employee is relieved of his or her job while the organization reviews circumstances and events that led to the administrative leave (such as an investigation). An employee on administrative leave is paid for that period away from work. Only the Chair can place an employee on administrative leave.

GOVERNMENT SHUTDOWN AND FUNDING INTERRUPTION

A federal shutdown, lapse in appropriations, suspension or reduction of cooperative-agreement funding, delay in reimbursement, or closure of a partner duty station may affect available work and RC&D's ability to continue a grant-funded position. RC&D will determine each affected employee's work and pay status and may reassign work, authorize telework, prohibit work, place an employee on paid or unpaid administrative status, or implement a furlough, subject to applicable law and available funding.

Affected employees must follow written instructions from RC&D and their partner-agency supervisor and must not perform work, including remote work, email, or telephone work, during a period when RC&D has prohibited work. Unless RC&D expressly approves otherwise in writing, employees may not elect to use annual leave, sick leave, or other paid leave solely to substitute for a shutdown or funding-related furlough. This restriction does not limit legally protected leave or any right that cannot lawfully be waived.

Nonexempt employees will be paid for all hours actually worked. Exempt employees will be paid in accordance with applicable salary-basis requirements, including the rule generally requiring payment of the full salary for any workweek in which an

exempt employee performs work, subject to lawful deductions. A grant-funded appointment remains at will, and continued employment is not guaranteed if funding or the cooperative agreement ends.

PARTNER-SITE CLOSURES

A closure, delayed opening, or early dismissal announced by USDA, NRCS, a conservation district, or another host location does not automatically close RC&D or authorize paid administrative leave. Employees must follow RC&D's instructions regarding remote work, reassignment, use of available leave, or unpaid time. Nonexempt employees will be paid for all time actually worked. Exempt employees will be paid in accordance with applicable salary-basis rules. Only RC&D may authorize administrative leave.

CONSECUTIVE UNAUTHORIZED DAYS OF ABSENCE

If you cannot report to work, you must notify both your immediate supervisor and RC&D as soon as practicable. Unless the absence or notice is protected by law or circumstances make notice impracticable, three consecutive workdays of absence without notice may be treated as job abandonment after RC&D makes reasonable efforts to contact the employee. RC&D alone determines whether employment has ended and will provide final wages and required notices in accordance with law.

EXCUSED ABSENCES

Southern Maryland RC&D Board, Inc. allows for the following excused absences:

Jury Duty

Southern Maryland RC&D Board, Inc. cooperates with local, state, and federal courts by allowing you to serve on juries without incurring financial loss. You must provide a copy of the juror summons to the Chair in order to have your absence counted as an excused absence and to receive your compensation while on jury duty. Full-time, full-year and part-time, full-year employees receive compensation for jury duty at their regular rate of pay. Pay for meals and transportation is not considered as compensation.

Military Training Leave

Full-time, full year employees are granted up to ten days leave for annual military training programs for the National Guard, the regular armed forces, or reserves.

Southern Maryland RC&D Board, Inc., will pay such an employee the difference between the compensation for military duty and his or her regular rate of pay, if military compensation is less than the employee's regular rate of pay. If you are conscripted or enlist for an extended military obligation, you will not continue to receive compensation from Southern Maryland RC&D Board, Inc. Benefits during conscripted military service are outlined below.

- The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. The law also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services. In compliance with USERRA, you will be returned to your former job or a similar position at the completion of your military service if: 1) there is an open job opportunity within the organization; 2) you reapply for your job within 90 days of separating from service; and 3) you are qualified to perform the job.
- You will receive any other leave and/or compensation benefits to which you are entitled by Maryland State and Federal Laws. These benefits are outlined in the posters provided in this Handbook.

Bereavement Leave

Employees are granted up to three days of paid leave at full pay for a death in their immediate family, which includes the employee's spouse, life partner, children, parents, siblings, grandparents, member of the employee's household, or a spouse's parents and siblings. Please notify your HR representative and supervisor when you will be absent.

Leave of Absence

RC&D may grant a discretionary unpaid leave of absence upon written request. Protected leave under federal, state, or local law will be administered under the applicable law and is not limited by the discretionary eligibility rules below.

- Eligibility, duration, certification, benefit continuation, and reinstatement rights for legally protected leave are determined by the law that applies. Eligibility for a discretionary personal leave is determined by RC&D based on operational needs and the circumstances of the request.
- The request should be made in advance whenever possible.
- Leave requests exceeding 15 calendar days (approximately 11 working days) require the approval of the Executive Board or appropriate Committee.
- The Executive Director and HR representative may grant a leave request of less than 15 days.

- RC&D may request certification or recertification when permitted by applicable law. Medical information will be maintained separately and treated as confidential to the extent required by law.

Benefit continuation during leave will be governed by the applicable insurance plan, controlling law, and RC&D policy. Employees will receive information regarding any required premium contribution. Unless required by law or a written plan, paid leave does not accrue during unpaid leave.

Reinstatement following legally protected leave will be provided as required by law. A discretionary personal leave does not guarantee reinstatement to the same or a comparable position, although RC&D will consider available positions when the employee is able to return.

Weather-Related Closures

Southern Maryland RC&D Board, Inc. is concerned about the safety and well-being of all its employees. At the same time, Southern Maryland RC&D Board, Inc. is responsible for conducting quality programs and serving its clients. In adverse weather conditions, the organization will determine whether to close the office or grant liberal leave in conjunction with the federal government's decision and subsequent announcements in the local media. Federal government work status is usually announced by 6:00 a.m. Further instructions will be available from the RC&D Executive Director. Affiliate employees working outside of the RC&D main office should adhere to their direct supervisor's instructions regarding weather-related closures, delays, early dismissals, or telework.

Closure with Essential Personnel Reporting

If the federal government closes with essential personnel required to report, Southern Maryland RC&D Board, Inc.'s office will close, and only essential personnel are required to report. No annual leave will be charged to employees who do not report. Up to eight hours of equivalent compensatory time will be granted to essential personnel who report to work. You may not combine compensatory time with the actual hours worked in qualifying for overtime compensation. Affiliate employees working outside of RC&D's main office under partnership agreements should adhere to their direct supervisor's instructions on whether they should report to work (including telework).

Liberal Leave Closure

If the federal government announces that a liberal leave policy is in effect, Southern Maryland RC&D Board, Inc.'s office will open for business as usual. Essential personnel are required to report. For the purposes of this policy, the term essential

personnel is defined as those employees who have program- related responsibilities deemed necessary to serve our clients on a daily basis. Affiliate employees working for partner organizations at other duty stations should coordinate with their direct supervisors regarding regular work or telework.

- Employees not reporting to work during liberal leave status will be charged annual leave.
- Employees working outside of RC&D's main office through a partnership agreement should follow reporting instructions from their direct supervisors.
- If liberal leave is taken, the employee should inform their supervisor and HR representative.
- Liberal leave is defined as an employee's ability, in the event of special environmental circumstances, to take annual leave without requiring prior authorization from a supervisor.

Emergency Closures

In the event of other emergency closings, such as electrical outages or flooding, Southern Maryland RC&D Board, Inc. will use text messages, phone calls, or emails to announce whether the office is closed or liberal leave status is in effect, as determined by the RC&D Executive Director. Employees working outside of RC&D's main office should adhere to their direct supervisor's instructions on whether they should report to work (including telework).

Procedure for Marking Your Timesheet

If Southern Maryland RC&D Board, Inc.'s office or an employee's offsite duty station is closed, employees should indicate the closure on their timesheets as administrative leave unless otherwise stated in the policies above.

LEAVE REQUESTS

Employees should always communicate any planned or unplanned absence from typical working hours with their direct supervisors, regardless of if an Employee Leave Form is required.

To use accrued Annual Leave or Sick Leave, employees should complete an Employee Leave Form if requesting more than 8 consecutive hours. Typical non-working days and regularly scheduled holidays do not count when determining if a Leave Form is needed.

Excused absences specific to an individual employee (such as Jury Duty, Bereavement Leave, or Military Training) require an Employee Leave Form regardless of the hours being requested to ensure proper documentation.

To complete an Employee Leave Form, indicate the date(s) and type(s) of leave requested and submit it to your direct supervisor for approval, and to your HR representative for verification of your current leave balance and final approval.

To ensure timely approvals, employees should submit Leave Forms in advance when practicable, except in those cases where approval is not feasible (for example, in the case of an unexpected illness or injury).

Approved Leave Forms should be included with your timesheet for the pay period during which the leave is taken or sent to your HR representative in advance.

OTHER LEGALLY PROTECTED LEAVE AND NONRETALIATION

RC&D will provide all other leave, accommodation, and job protections required by applicable federal, state, or local law, including protections related to military service, jury service, voting, pregnancy and childbirth, disability, religious observance, and victims or witnesses of crime. Eligibility and procedures depend on the law and circumstances. Employees should contact RC&D Administration as soon as the need for leave or accommodation becomes known. RC&D prohibits retaliation for requesting or using protected leave, requesting an accommodation, reporting a suspected violation, or participating in a protected investigation or proceeding.

YOUR INSURANCE COVERAGE

INTRODUCTION TO YOUR EMPLOYEE INSURANCE BENEFITS

Southern Maryland RC&D Board, Inc. is committed to maintaining a benefits program that meets the needs of you and your family. The following paragraphs generally describe the organization's benefits program but should not be construed as a promise or guarantee of any specific benefit or benefit level. Additional information describing these benefits is available upon request. Questions concerning the benefits package should be directed to the HR Representative.

If you live in a state or jurisdiction outside of the state or jurisdiction where your work is being performed, you must provide your updated address to RC&D to ensure proper benefit coverage.

Eligibility for elective insurance coverage is based on the availability of funding to support employee insurance coverage. The terms and conditions of Southern Maryland RC&D Board, Inc.'s insurance policies and contracts may change without notice. The insurance policies will govern when in conflict with the descriptions contained in this handbook.

Eligible employees may participate in RC&D's health and retirement benefit plans in accordance with the governing plan documents, insurance contracts, enrollment materials, and applicable law. Eligibility, coverage, contributions, vesting, exclusions, claims, and termination of coverage are controlled by those documents, which may be amended. If this handbook conflicts with a governing plan document, the plan document controls to the extent permitted by law.

BENEFITS FOR PART-TIME AND PART-YEAR STAFF

Benefits for part-time, full year and part-year staff are governed by your contracts.

Under RC&D's current benefits structure, part-time employees are not eligible for group health insurance but may participate in the RC&D 401(k) plan if eligible under the plan documents. The governing plan documents and any applicable employment agreement control.

Part-year staff hired to work six months or less receive no elective benefits unless governed by a contract that states otherwise.

SHORT-TERM AND LONG-TERM DISABILITY LEAVE

Southern Maryland RC&D Board, Inc. does not presently offer short-term or long-term disability benefits.

The State of Maryland will begin offering paid Family and Medical Leave Insurance (FAMLI) in January 2028 and we will comply with all applicable laws. See the FAMLI Policy in the SICK LEAVE section of this Handbook for more details.

WORKERS' COMPENSATION INSURANCE

All employees are covered by workers' compensation insurance. This insurance compensates you for lost time, medical expenses, surgical expenses, and loss of life or dismemberment from an injury, illness, or disability arising out of or in the course of work. Southern Maryland RC&D Board, Inc. pays all costs of providing this insurance. You must report any accident or injury immediately to the appropriate supervisor and the Chair so that the necessary paperwork can be completed.

UNEMPLOYMENT COMPENSATION INSURANCE

Southern Maryland RC&D Board, Inc. participates in Maryland's Unemployment Insurance program so that you may continue to receive some income in the event you become laid off or unemployed through no fault of your own. State law and regulations determine whether you qualify for unemployment benefits and the amount of benefit you will receive if you do qualify.

ELECTIVE INSURANCE BENEFITS

Elective insurance benefits, including Medical, Dental, Life and Accidental Death and Dismemberment Insurance, may be available. For additional information regarding elective insurance benefits please contact the Southern Maryland RC&D Board, Inc. main office through your HR representative.

For the plan year beginning April 1, 2026, RC&D offers eligible full-time employees two insured CareFirst medical options: the BlueChoice Plus HSA BlueFund Silver \$2,300 Deductible plan and the BlueChoice Plus Gold \$800 Deductible plan. Plan options, premiums, eligibility, benefits, and cost sharing may change at renewal. The insurance contract, Summary of Benefits and Coverage, enrollment materials, and other governing plan documents control over this summary. Insurance benefits are subject to change at the discretion of Southern Maryland RC&D Board, Inc at any time.

Notice of the Requirements of Health Insurance Portability and Accountability (HIPAA) Act of 1996 for Initial Enrollment Period

As a full-time employee, you can enroll in our group health plan during your initial enrollment period. If you do not elect to enroll yourself or your dependents in the health plan during your initial enrollment period, you will not be able to enroll yourself or your dependents until the next annual open enrollment period or until the execution of a new employment contract, unless you qualify for a "special enrollment right".

Special Enrollment Rights: If you are declining enrollment for yourself or your dependents (including your spouse) because of other health coverage, you may in the future be able to enroll yourself or your dependents in this plan if special enrollment rights arise, regardless of the enrollment period, provided you request enrollment within 30 days after your coverage ends.

Employees and dependents who decline coverage due to other health coverage and then lose eligibility or lose employer contributions have special enrollment rights. Loss of eligibility for coverage may occur when:

- Divorce or legal separation results in you losing coverage under your spouse's health insurance;
- A dependent is no longer considered a "covered" dependent under a parent's plan;
- Your spouse's death leaves you without coverage under his or her plan;
- Your spouse's employment ends, as does coverage under his employer's health plan;
- Your employer reduces your work hours to the point where you are no longer covered by the health plan;
- Your plan decides it will no longer offer coverage to a certain group of individuals (for example, those who work part time);
- You no longer live or work in the HMO's service area.

Other situations leading to loss of coverage may also entitle you to a special enrollment right, provided you request enrollment within 30 days after your coverage ends.

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that your request is within 30 days after the marriage, birth, adoption, or placement for adoption.

A special enrollment right also arises for employees and their dependents who lose coverage under a state Children's Health Insurance Program (CHIP) or Medicaid or who are eligible to receive premium assistance under those programs. The employee or dependent must request enrollment within 60 days of the loss of coverage or the determination of eligibility for premium assistance.

While HIPAA previously provided limits on preexisting condition exclusions, new protections under the Affordable Care Act (ACA) prohibit group health plans from imposing any preexisting condition exclusion. Under this protection, a plan generally cannot limit or deny benefits relating to a health condition that was present before your enrollment date in the plan.

Under HIPAA, you and your family members cannot be denied eligibility or benefits based on certain "health factors" when enrolling in a health plan. In addition, you

may not be charged more than similarly situated individuals based on any health factors.

RETIREMENT

RC&D maintains an employer-sponsored 401(k) retirement plan administered through ADP. Eligible employees, including eligible part-time employees, may participate under the governing plan documents. The current program provides automatic enrollment after the applicable eligibility period, presently described as three months of employment. ADP will provide enrollment, default-deferral, default-investment, account-access, and required plan information.

RC&D does not currently make matching employer contributions. Employee contribution options, changes, investments, loans, distributions, vesting, and all other plan terms are governed by the 401(k) plan documents and applicable law.

Because RC&D currently sponsors a qualifying employer retirement plan, RC&D is not presently required to facilitate MarylandSaves. If the 401(k) plan is discontinued or no longer satisfies the applicable exemption, RC&D will comply with any then-applicable MarylandSaves registration and payroll-facilitation requirements. MarylandSaves is not an additional or alternative RC&D benefit while the qualifying 401(k) plan remains in effect.

CAREER DEVELOPMENT & EDUCATION

ANNOUNCEMENTS OF JOB VACANCY

RC&D is committed to promotion from within when appropriate while recruiting the most qualified applicant. Every public or internal posting for a position physically performed at least in part in Maryland will state the good-faith minimum and maximum wage or salary range for the position and location, a general description of benefits, and any other compensation offered. If no posting was made available to an applicant, RC&D will provide that information before discussing compensation and whenever the applicant requests it. RC&D will retain each posting and related compliance record for at least three years after the position is filled or, if not filled, three years after posting.

Southern Maryland RC&D Board, Inc. employees who wish to apply for a vacant position must submit all required documentation to the recruiting contact listed on the job opportunity announcement. You are encouraged to discuss your interest in or intention to apply for posted positions with the Chair or designated Hiring Committee of the Board of Directors.

RC&D and anyone recruiting on its behalf, including an NRCS interview panel or outside posting service, may not seek an applicant's wage history or rely on wage history in screening, selection, or compensation decisions except as Maryland law expressly permits after an initial offer when an applicant voluntarily provides information to support a higher wage. RC&D prohibits retaliation for declining to provide wage history, requesting compensation information, or exercising rights protected by law.

CRIMINAL HISTORY AND FEDERAL ACCESS SCREENING

RC&D will not ask an applicant to disclose a criminal record or criminal accusations before the applicant's first real-time interview, whether in person, by telephone, or by video, unless federal or state law requires or expressly authorizes an earlier inquiry. RC&D prohibits retaliation against an applicant or employee for exercising rights protected by Maryland's criminal-record-screening law.

Some positions assigned to USDA or NRCS facilities or information systems require fingerprinting, identity verification, a background investigation, sponsorship, or issuance and continued maintenance of a LincPass or other federal credential. When applicable, these are conditions of the assignment and will be identified in the posting or offer documentation. RC&D will limit inquiries and use of information to what is authorized or required and will follow any additional legally required notice, authorization, individualized-assessment, and adverse-action procedures.

RC&D does not currently conduct credit checks, obtain consumer background reports, or independently conduct criminal-background checks as part of its ordinary hiring process. NRCS performs the fingerprinting and background investigation required for federal computer access, email, or a LincPass. When applicable, RC&D will state in the posting or conditional offer that continued assignment depends on satisfying those federal access requirements.

EMPLOYEE REFERRAL

Southern Maryland RC&D Board, Inc. employees are a valuable source of referrals and are encouraged to refer applicants for available positions. You can make a referral by forwarding an applicant's information to the Chair and Hiring Committee. Southern Maryland RC&D Board, Inc. will consider and interview an applicant referred by an employee if it is determined that the applicant's experience

and background meet the requirements of the position, and that the referred applicant provided all required documentation as outlined in the job description by the date listed.

JOB DESCRIPTIONS

Job descriptions are fundamental to sound management and salary administration. Each job description includes the job title, the classification (exempt, non-exempt, full-time, part-time, etc.), a statement of the basic purpose of the job, a list of specific responsibilities, the essential functions of the job, a statement of minimal and desired qualifications, the physical requirements, and the job supervisor's title. A job description is available for each employee. Job responsibilities change from time to time, thus your job description may be reviewed and updated on occasion.

NEW HIRE PROBATION

All new employees must complete a six-month probationary period. If you are rehired, promoted, demoted, or transferred, you must complete the same probationary period. The probationary period for part-year employees is governed by their individual contracts. The Chair may extend the probationary period when necessary. A probationary period does not modify the at-will nature of your employment.

The probationary period permits you to become familiar with your position and to demonstrate the skills, abilities, and work habits required for continued employment. During this period, you and your supervisor are encouraged to establish goals, discuss all performance standards, and assess your progress. Immediate supervisors are responsible for documenting any performance deficiencies and problems during the probationary period, notifying employees of any such matters, and outlining ways to correct those deficiencies. You may be terminated at any time during the initial probationary period if it is determined by those supervising your performance that long-term employment at Southern Maryland RC&D Board, Inc. would not be in your best interest or that of the organization (or partnership organization). You will remain an employee-at-will (described in the beginning of this Handbook) regardless of your successful completion of the probationary period.

Probationary status does not affect your eligibility for benefits. During this period, you may be eligible for health, dental and vision, or life insurance, and you will accumulate sick and annual leave per your contract.

PERFORMANCE APPRAISALS

The Board of Directors, relevant Board appointed Committee or Chair may informally evaluate you on a periodic basis. In addition, your supervisor may review your job performance about six months after the beginning of employment (at the end of your probationary period), and on an annual basis thereafter.

An appraisal is designed to review your job performance in an objective and consistent manner, to give a clear picture of achievement in terms of performance standards, and to provide guidance in improving performance relative to the position description. You have the right to review the written performance appraisal, make written comments for inclusion in your permanent personnel file, and, upon request, receive a copy of the appraisal.

Southern Maryland RC&D Board, Inc. will take into consideration the results of your performance appraisal when making decisions on merit pay increases. RC&D employees shall be eligible for merit-based step increases if they receive a rating of “meets expectations” or higher on their annual performance appraisal. An eligible performance appraisal does not guarantee a raise. Other factors, such as the organization’s financial performance, agreement terms, the economy, and projected grant or government cutbacks, can influence the ability of the organization to provide financial rewards to our employees.

MEMBERSHIP IN PROFESSIONAL AND CIVIC ORGANIZATIONS AND MEETING ATTENDANCE

Membership in a professional organization is valuable to you, as well as to our organization. However, Southern Maryland RC&D Board, Inc. will not provide reimbursement for the annual membership fee required for an employee to belong to job-related professional organizations. Occasionally, there may be a valid business reason to make an exception to this policy and pay for membership or professional designation. If membership in a professional or civic organization or a professional designation is beneficial to you and our organization, you may request that Southern Maryland RC&D Board, Inc. pay your dues. Please make a written request to the Chair and you will be advised in writing whether the organization will pay any, or all of the dues. Affiliate employees may make a written request that includes approval from their direct supervisor to the Executive Director.

Southern Maryland RC&D Board, Inc. may pay up to 100% of the expenses associated with attending periodic meetings and seminars sponsored by professional organizations. Board of Directors’ sponsored attendance at meetings and seminars will be examined on a per case basis. You must submit any requests to attend meetings and seminars in writing to the Executive Committee at least one

month prior to the event. If your request is approved, you can ask the organization to pay for the seminar or you can pay for it and request reimbursement. Please submit all expenses associated with the meeting or seminar on an expense report.

If the organization is associated with political lobbying activities, you may not act on behalf of RC&D without authorization from the full Board of Directors.

If you are hired through a grant-funded position, RC&D cannot reimburse you for membership dues or other expenses associated with lobbying/advocacy groups. Please see the section on *Personal Beliefs and Partisan Political Activity* for more information.

EMPLOYEE REFERENCES AND RELEASE OF INFORMATION

References

While Southern Maryland RC&D Board, Inc. understands your need to receive substantive references for new jobs and graduate school applications, Southern Maryland RC&D Board, Inc. must also protect itself from lawsuits stemming from the provision of such references. Accordingly, Southern Maryland RC&D Board, Inc. will provide substantive references only if you have signed a *Waiver and Release of All Claims Regarding References*. If you do not sign the Waiver, the organization will only provide the following information:

- Confirmation that the individual was or is an employee of the organization;
- The dates of employment; and
- Confirmation of the employee's salary and job title. No other information will be divulged.

After you have signed a Waiver, please inform anyone requesting a reference that they must do so in writing. No references will be given if the request was initiated by a phone call. Only someone in your supervisory chain or the Chair of the Board of Directors can respond to a reference request; any other reference will be considered a personal, not an organizational, reference. You must give your supervisor a copy of the signed Waiver before your supervisor or Chair can give you a reference.

Requests for Information

At times it may be necessary for you to ask us to confirm certain personnel information for a bank loan, to a medical professional, or for some other personal business. Only the Executive Committee or Executive Director may respond to such inquiries. In such instances the Executive Director or Chair with the HR representative will, upon your written request, confirm wage or salary information

that the employee has already provided. If the request is from a governmental agency, the employee must inform the Executive Committee or Executive Director who will decide how to respond to the request. If the employee is under criminal investigation, the employee will not be contacted regarding the request.

COMPENSATION AND ACCOUNTING PROCEDURES

WAGE & HOUR COMPLIANCE POLICY

Southern Maryland RC&D Board, Inc. complies with all applicable federal and Maryland wage and hour laws.

Non-exempt employees must accurately record all hours worked.

Employees may not work overtime without prior authorization. However, all overtime hours worked must be accurately reported and will be compensated in accordance with applicable law, whether authorized or unauthorized.

Employees should immediately report payroll concerns, missed meal periods, or timekeeping errors.

Exempt employees are paid on a salary basis and are expected to fulfill the duties and responsibilities of their positions.

EQUAL PAY & PAY TRANSPARENCY POLICY

Southern Maryland RC&D Board, Inc. is committed to equitable compensation practices consistent with Maryland and federal law.

The organization prohibits discrimination in compensation on the basis of protected characteristics.

Employees may discuss wages and working conditions as permitted by law.

The organization will not retaliate against employees who inquire about, discuss, or disclose compensation information as protected by law.

COMPENSATION

Each new employee of the Southern Maryland RC&D Board, Inc. shall be assigned a starting salary based on the requirements of the job description and the unique combination of education and experience the employee brings to the position. It shall be the duty of the Hiring Committee to recommend an appropriate starting salary for new hires. In the case of RC&D employees that are not employed through

a partnership agreement, the starting salary shall be approved by a majority of the Board of Directors or the Executive Committee as previously authorized by the full Board.

It shall be the policy of the Southern Maryland RC&D Board, Inc. to follow the federal GS Schedule and related policies as the official guide in establishing the appropriate salary range and increment adjustments of RC&D employees.

The current federal GS Schedule Locality Tables for the Washington-Baltimore-Northern Virginia Pay Area shall be referred to when determining starting salaries for new hires, as well as salary adjustments for current employees. Tables for the current federal fiscal year can be found on the website of the US Office of Personnel Management at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

Salaries for Part-Time, full year shall be prorated to the appropriate GS grade and step based on the number of hours worked.

BONUSES

Monetary bonuses or compensatory time may be granted for meritorious service if all of the following apply:

- if authorized in the contract or agreement covering the employee,
- if funding is available,
- if requested by the employee's supervisor, including sound reasoning and
- if approved by the Executive Director or appropriate Committee

Specific details on bonuses will be provided in supplemental communication to any affected employee and their supervisors at least annually.

SALARY ADJUSTMENTS

Merit pay increases shall be considered for RC&D employees in conjunction with the annual performance appraisal process, which shall be performed by the Board appointed Committee representative or Chair near the employee's anniversary date each year.

Performance appraisals for Affiliate employees working through a partnership agreement shall be performed by their direct supervisor and provided to the Executive Director and HR representative for final approval and processing.

In general, the federal guidelines for determining step and grade shall be followed when determining potential salary increases. Eligible employees may receive

regular, merit-based step increases within each grade according to the following schedule:

- Steps 1-4 Every Year
- Steps 5-7 Every Two Years
- Steps 8-10 Every Three Years

RC&D employees shall be eligible for merit-based step increases if they receive a rating of “meets expectations” or higher on their annual performance appraisal.

All salary increases are awarded at the sole discretion of the Board of Directors or Executive Director. Use of the federal GS schedule as a guide does not imply that RC&D is required to provide eligible employees with a salary increase in any given year. An eligible performance appraisal does not guarantee a raise. Other factors, such as the organization’s financial performance, the economy, agreement terms, and projected grant or government cutbacks, can influence the ability of the organization to provide financial rewards to our employees.

In addition, it does not imply that it may become necessary to reduce the salaries of RC&D employees because of a negative performance review, budgetary constraints, or other unforeseen factors. Any decision to reduce the salary of RC&D employees shall be at the sole discretion of the Board of Directors upon the recommendation of the Executive Committee or other previously board appointed Committee charged with reviewing the matter under consideration. It is the policy of RC&D to notify employees of such a possibility in a timely manner and to keep them informed of situations that may negatively impact salaries to the fullest extent possible.

All potential salary increases shall be made at the recommendation of the direct supervisor or Executive Committee and shall be approved by a majority of the Board of Directors or Executive Director. Approved merit-based step increases shall go into effect the first full pay period following the employee’s anniversary date.

The federal GS system typically provides for an annual Cost-of-Living Adjustment (COLA) which is incorporated into the Locality Tables. The amount of the COLA provided varies and is authorized by Congress each year. All RC&D employees shall be eligible for the federally designated COLA each year at the discretion of the Board of Directors. Approved cost of living increases shall go into effect the first full pay period of the calendar year, or as approved by Congress.

PAYROLL

RC&D pays employees on a biweekly basis, subject to required withholdings and deductions. Payday is every other Friday and covers the pay period ending the

previous Saturday. If a regular payday falls on a weekend, holiday, or other nonworkday, employees will be paid on the preceding workday as required by Maryland law.

RC&D offers direct deposit only with the employee's voluntary authorization and will provide a lawful alternative payment method to an employee who does not authorize direct deposit. Pay statements will identify the pay period, hours worked as applicable, rates of pay, gross and net pay, additions and deductions, and other information required by law. Employees should review each statement and promptly report any suspected error.

SALARY ADVANCES

Southern Maryland RC&D Board, Inc. does not advance salary payments.

EXPENSE APPROVAL

If you would like to attend any job-related conference or training, prior approval is required from the HR representative, Executive Director or Committee representative, and direct supervisor. Affiliate employees should include their supervisor when making the request to the HR representative and provide an estimated budget. Allow at least 5 working days for processing an approval when possible. Expenses that will be charged to an employee's RC&D credit card for \$500 or more will require prior approval by the Executive Board or Chair.

REIMBURSABLE EXPENSES

Mileage, Meals, and Incidental Expenses

Whenever possible, Government-Owned Vehicles should be used instead of personal vehicles to conduct official business during work hours.

RC&D reimburses employees for mileage if using your personal vehicle while conducting officially sanctioned work activities. These activities can include training, site visits, events, conferences, travel between duty stations, required onboarding tasks, and other activities. Check with your HR representative if you are unsure whether your travel is for an officially sanctioned work activity.

RC&D provides employees with an expense template (*Mileage Reimbursement Request Form*). You must submit a completed Mileage Reimbursement Request Form within 30 days after travel expenses are incurred. Allow 12 working days for processing. Forms that are not filled out correctly may take longer to process.

Supervisors should review and approve the request before sending it to RC&D. RC&D follows most federal guidelines. However, RC&D does not subtract typical commutes from mileage requests.

- Mileage for events on non-workdays (weekends) and evenings: either the employee's duty station or home location may be used as the start/end point for travel. Employees should use whichever address is closest to the event.
- Reimbursements will be processed with payroll and appear on your paystub as "miscellaneous reimbursement" (reimbursements are not subject to taxes).
- If personal funds are used, RC&D, as a tax-free organization, cannot reimburse any paid taxes. You are encouraged to bring the tax-free ID form with you or to coordinate with your HR representative in advance to book expenses for you to avoid incurring taxes or fees.
- Your HR representative may make travel arrangements in advance on your behalf using the RC&D credit card for higher expense travel requiring airfare, hotel stays, or rental cars.
- Meals will be reimbursed up to the Federal meals and incidental expense (M&IE) rate for your travel location. Rates can be found on the US General Services Administration website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The mileage reimbursement rate will be announced annually. RC&D uses the federal mileage rate.
- Explain miscellaneous expenses, specifying whom, what, where, and why.

Southern Maryland RC&D Board, Inc. will not reimburse you for annual membership fees, interest, or finance charges on your credit card.

SEPARATION OF EMPLOYMENT

BENEFIT OPTIONS AT TERMINATION/SEPARATION

When employment ends or another qualifying event causes a loss of group health coverage, RC&D or the plan administrator will provide any continuation-coverage notice required under federal COBRA, Maryland continuation law, or the governing insurance contract. Eligibility and the duration and cost of continuation coverage depend on the law and plan in effect at the time. Employees must keep RC&D and the plan administrator informed of current contact information and any event for which the employee is responsible for giving notice.

Additional information about COBRA benefits and eligibility is provided by the U.S. Department of Labor: [COBRA Continuation Coverage | U.S. Department of Labor](#)

RESIGNATION AND EXIT INTERVIEW

Employees who intend to resign should give at least two weeks written notice. Southern Maryland RC&D Board, Inc. reserves the right to terminate an employee's employment at the organization prior to the employee's intended resignation date. If you resign in good standing under this policy, you will be eligible for reemployment for a period of up to six months from the last date of employment, with benefits tied to seniority reinstated in full. Southern Maryland RC&D Board, Inc. will consider former employees for open positions along with all other candidates. Former employees who apply for reemployment after six months will be treated as new employees for purposes of seniority-related benefits.

Resigning employees will receive an exit interview form to provide an opportunity to discuss any questions or concerns related to employment with the organization. Completion of this form is optional.

Employees should ensure that all organizational or supervising agency property is returned to their duty stations. Employees who fail to return any property including keys, credit cards, cell phones, laptops, computers, unused professional gear and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Southern Maryland RC&D Board, Inc. Personal gear such as used boots or clothing do not have to be returned.

You should confirm your forwarding address to ensure that benefits and tax information are received in a timely manner. Southern Maryland RC&D Board, Inc. will deposit your final pay by the next payday unless state law or other procedures dictate otherwise.

FINAL PAY

Accrued but unused annual leave will be paid out consistent with the organization's Annual Leave policy and state law requirements. Employees who leave the service of Southern Maryland RC&D Board, Inc. for any reason shall receive all pay that may be due them as set forth in this Handbook and in accordance with applicable law.

No departing employee will receive pay for unused sick leave or compensatory time. The separation date for all employees is the last day of actual work and approved leave. Final pay received by an employee will not be construed to extend

his/her employment with Southern Maryland RC&D Board, Inc. beyond the separation date.

REQUIRED WORKPLACE POSTERS AND NOTICES

RC&D will make required workplace notices available at its principal office and electronically or at appropriate duty stations for employees who do not regularly report there. A poster displayed at a federal or partner office does not replace an RC&D posting or notice obligation unless applicable law allows RC&D to rely on it.

Maryland State Postings

[MD-E. _c0125r0426. _130-adp.pdf](#) (English)

[MD-S. _c0125r0426. _130-adp.pdf](#) (Spanish)

Federal Postings

[00 999. _ePoster pdfs. _19x27 SP. _A-F copy](#) (English)

[FD-S. _C0623R0623.Fedmany](#) (Spanish)